



State of Arizona
Department of Education

CN# 39-11

MEMORANDUM

To: National School Lunch Program (NSLP) Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

Date: June 28, 2011

RE: Introduction to Certification Forms for 2011-2012 School Year

Original Signed

The purpose of this memorandum is to introduce the 2011-2012 School Year (SY) program forms and to inform all Local Educational Agencies (LEAs) operating the National School Lunch, School Breakfast and After School Care Snack Programs of significant federal and state level changes to the application certification process and the *2011-2012 Application for Free and Reduced-Price School Meals*.

Application Certification Key Strategies:

The Arizona Department of Education (ADE) encourages LEAs to:

- Attend the A+ National School Lunch Workshop to obtain program updates, learn and apply new certification processes, and refresh program requirements. Register online at www.azed.gov/onlineregistration/.
- Conduct internal training for all staff involved with the application certification process for the 2011-2012 SY.
- Obtain updated program forms for the 2011-2012 SY (including Income Eligibility Guidelines used to certify income applications), located at www.ade.az.gov/health-safety/cnp/nslp/parentforms/2011-2012/default.asp.
- Refer to the Free and Reduced-Price Policy section (section 5) of the online Child Nutrition Programs Guidance Manual, located at www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/.

Sponsors wishing to distribute and use documents other than the ADE-approved templates must submit these documents, to be approved by the sponsor’s assigned School Nutrition Programs Specialist, prior to the use of the revised forms. Also, section 9 of the sponsor application must indicate “Form Submitted to ADE for Approval.”

LEAs using electronic/scanable household application software must submit a completed “Electronic and Scanable Household Application Checklist” annually to their assigned School Nutrition Programs Specialist to ensure that their electronic/scanable household application meets program requirements. This checklist is located at www.ade.az.gov/health-safety/cnp/nslp/parentforms/2011-2012/default.asp.

Required 2011-2012 SY Certification Forms:

This information *must* be provided to households for certification of benefits:

- Parent Letter
- Application for Free and Reduced-Price Meals (accompanies Parent Letter)
- Notification of Benefits Letter (written notification is required if household is **denied**)

This information *must* be provided to households selected for verification of eligibility:

- Notification of Verification Letter
- Letter of Verification Results

Optional 2011-2012 SY Program Forms:

- Medicaid Sharing Form
- Multi-Use Application for Free and Reduced-Price Meals (Sharing Eligibility Information with Other School Programs)

Changes to the Application for Free and Reduced-Price School Meals:

The ADE has incorporated federal level changes (refer to memos CN 13-10, CN 35-10, CN 26-11, and CN 27-11) made to the application along with a reformatted appearance to improve usability for both schools and households alike. Due to the reformatting of the application, the ADE welcomes feedback and/or suggestions to improve potential barriers for both schools and households.

<u>Old Household Application</u> <u>(SY 2010-2011)</u>	<u>New Household Application</u> <u>(SY 2011-2012)</u>
Part 1 <ul style="list-style-type: none"> • All household members should be listed. • Indicate if household member has no income using the no income box. • Indicate if any member of the household is a SNAP/TANF/FDPIR recipient. • Any members of the household with no income need to be identified in this section. 	Part 1 - Homeless/Migrant/Runway Section

<ul style="list-style-type: none"> If household member has income, it should also be listed in Part 4. 	
Part 2- Homeless/Migrant/Runway Section	Part 2 – All Household Members <ul style="list-style-type: none"> Box A: All household members should be listed. Box B: Indicate the name of school attended and grade by each child, if applicable. <i>New</i> • Box C: Indicate if any member of the household is a SNAP/TANF/FDPIR recipient by listing a case number. <i>New</i> • Box D: Indicate if any member of the household is a foster child (*no longer requiring one application per foster child). Box E: Indicate if household member has no income using the no income box. Box F: Income should be listed along with the corresponding frequency for all household members, unless the ‘no income box’ is checked. <i>New</i> • Social Security Number (SSN): List the last four digits of the adult signer or indicate if the adult signer has no SSN.
Part 3- Foster Child section- one application per foster child is required.	Part 3- Adult Signature
Part 4- Total household gross income. This section should only include household members with income. Frequency of income rules apply as in previous years.	Part 4- Child’s Ethnic and Racial Identities (optional)
Part 5- Adult Signature and Social Security Number	No Part 5 on new application
Part 6- Child’s Ethnic and Racial Identities (optional)	No Part 6 on new application

For questions regarding this memo, please contact your School Nutrition Programs Specialist at (602) 542-8700.

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